

14 MAR 1975


MEMORANDUM FOR: Director of Medical Services

SUBJECT : Annual Safety and Health Program Report

1. Attached is a copy of a letter to Mr. Colby from the Secretary of Labor requesting the submission of the Agency's Annual Safety and Health Report required by the Occupational Safety and Health Act and Executive Order 11807. Guidelines to assist in the preparation of the report are attached to the letter.

2. It would be appreciated if the Office of Medical Services' comments could be forwarded to the Safety Branch by 19 March 1975 for inclusion in the reply to be prepared by 21 March for the DCI's signature.

STATINTL



Deputy Director of Security (PTOS)

Att

OS 5 12 018

75-1109

U. S. DEPARTMENT OF LABOR

OFFICE OF THE SECRETARY

WASHINGTON

DD/A 75-1149

MAR 7 1975

Honorable William Colby
Director
Central Intelligence Agency
Washington, D. C. 20505


Dear Mr. Colby:

Section 19 of the Williams-Steiger Occupational Safety and Health Act of 1970 and Executive Order No. 11807 require the head of each Federal department and agency to establish and maintain a comprehensive occupational safety and health program consistent with the standards promulgated by me for the private sector. Paragraph (a)(5) of Section 19 of the Act and Section 2(5) of the Executive Order require the submission of an annual report on each agency's occupational safety and health program.

Enclosed are the guidelines to assist in the preparation of your Agency's report. These guidelines specify the information required to be submitted pertinent to the Federal occupational safety and health program.

Comprehensive and effective safety and health programs are essential if the Federal Government is to lead the nationwide efforts of maintaining safe and healthful workplaces for all workers. We are counting on your personal support in this most worthwhile endeavor.

Sincerely,


Secretary of Labor

Enclosure

ANNUAL REPORT GUIDELINES
FEDERAL OCCUPATIONAL SAFETY AND HEALTH PROGRAMS CALENDAR
YEAR 1974

PURPOSE: These guidelines are designed to assist department and agencies in preparing their annual occupational safety and health program report required by Section 19(a)(5) of Public Law 91-596 and further defined in Section 3(1) of Executive Order 11807 and Federal Employees Safety and Health Provisions of 29 CFR 1960. These guidelines provide a uniform format for all Federal department and agency annual reports.

This year's report will concentrate on program activities and accomplishments for the calendar year 1974 and planned objectives and goals for calendar year 1975, in addition to department and agency plans to implement the Act, Executive Order and Part 1960. The report should be submitted on standard size paper (maximum 8 1/2 x 11).

SUBMIT TO: The Secretary of Labor
Attention: Office of Federal Agency Safety Programs
Occupational Safety and Health Administration
Washington, D. C. 20210

DUE DATE: A due date of April 1, 1975, is necessary to ensure that each report is adequately analyzed and incorporated into the Secretary of Labor's Report to the President. The report will also be used as one source of information in the determination of the winners of the President's Safety Award for Federal agencies.

REQUESTED CONTENTS

PROGRAM FOR CALENDAR YEAR 1974 A summary of the program activities during the past year is requested. This summary should indicate at what levels the activities occurred, at headquarters or the field sub-agency. Details of plans, goals, and objectives responsibilities; and an analysis of results achieved, program impact, problem areas, etc., should be included.

A statement of how the reported accidents, injuries, and illnesses occurring during the calendar year 1974 varied from those reported for the previous year. The statement should specify any agency problem areas indicated by a causal analysis of the variation. Agency corrective actions in response to these problem areas should be listed.

PLANNED PROGRAM FOR CALENDAR YEAR 1975 - A summary of planned activities for calendar year 1975 is requested. An individual statement describing the major goals and objectives for 1975 should be included. Activities requiring policy changes should be explained.

A statement is requested concerning future plans for causal analysis of accident, injury, and illness reports. Information concerning any planned immediate causal analysis of accidents, injuries, and illnesses, as they occur, should be included. The statement should specify the actions planned for responding to this analysis.

SIZE, ORGANIZATION, AND STAFFING - Attachment No. 1 is requesting the address of your Agency, name and title of agency head, and name and address of the agency headquarter's designated safety and health official.

Attachment No. 2 is requesting information on safety and health staffing for calendar year 1974. Additionally, please list any vacant positions.

PROGRAM ON FILE AT OFFICE OF FEDERAL AGENCY SAFETY PROGRAMS -

In view of the new Executive Order 11807 and 29 CFR Part 1960 Safety and Health Regulations for Federal employees each department and agency shall resubmit their current program documentation. It will be kept on file with the Office of Federal Agency Safety Programs and you will be expected to keep current future agency program changes.

A review of the eight program elements, as used in our evaluations of agency occupational safety and health programs will prove helpful to assist you in preparing this portion of the report.

FEDERAL GOVERNMENT ACCIDENT REPORTING SYSTEM - Recommendations are requested concerning the revision of the Federal accident, injury, and illness reporting system to more adequately reflect causal data and trends throughout Federal Government. Recommendations should include what Federal Government wide causal data could the Office of Federal Agency Safety Programs furnish that would be useful to your program operation.

HEADQUARTER'S INFORMATION

NAME/TITLE/ADDRESS

AGENCY

AGENCY
HEAD

SAFETY AND
HEALTH
DESIGNEE

NUMBER
OF
EMPLOYEES

HEADQUARTERS

FIELD

TOTAL

PERSONNEL STATISTICS

NUMBER IN GRADE LEVEL - HEADQUARTERS

G.S. SERIES	5-7	8-10	11	12	13	14	15	16+
018 (SAFETY SPECIALIST)								
690 (INDUSTRIAL HYGIENIST)								
803 (SAFETY ENGINEER)								
804 (FIRE PROTECTION ENGR.)								
COLLATERAL DUTY								

NUMBER IN GRADE LEVEL - FIELD

G.S. SERIES	5&6	7&8	9&10	11	12	13	14	15
018 (SAFETY SPECIALIST)								
690 (INDUSTRIAL HYGIENIST)								
803 (SAFETY ENGINEER)								
804 (FIRE PROTECTION ENGR.)								
COLLATERAL DUTY								

VACANCIES

UNCLASSIFIED

CONFIDENTIAL

SECRET

EXECUTIVE SECRETARIAT**Routing Slip**

TO:

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2	DDCI				
3	S/MC				
4	DDS&T				
5	DDI				
6	DDM&SA	✓			
7	DDO				
8	D/DCI/IC				
9	D/DCI/NIO				
10	OGC				
11	OLC				
12	IG				
13	Compt				
14	D/Pers				
15	D/S				
16	DTR				
17	Asst/DCI				
18	AO/DCI				
19					
20					
21					
22					
SUSPENSE		Date			

Remarks:

D/ Executive Secretary

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

DD/PTOS
4E-70

EXTENSION

NO.

DATE 14 MAR 1975

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/OMS
1D-4061 Hqs.

14 MAR 1975

17 MAR 1975

2. D/oms

17M C/MS

3. C/CD

17 MAR 1975

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4. File

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